

# **Locally Coordinated Public Transportation Human Service Transportation Plan**

**for the  
Counties of Bertie, Halifax, Hertford, and Northampton**



**Prepared for the Peanut Belt Rural Planning Organization  
and  
the North Carolina Department of Transportation**

**Updated March, 2010**



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# CHAPTER I

## INTRODUCTION

### **Background**

Federal transit law, as amended by the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) in 1998, requires that projects funded from the Transportation for Elderly Persons and Persons with Disabilities (5310), Job Access and Reverse Commute (JARC, Section 5316), and New Freedom (Section 5317) programs be derived from a locally developed, coordinated Public Transit- Human Services transportation plan. A coordinated plan should maximize the programs' collective coverage by minimizing duplication of services and should include representatives from public, private and non-profit transportation and human services providers, and participation by the public.

SAFETEA-LU's requirement of a coordinated plan and United We Ride's goals and objectives are in accord; to afford elderly citizens, persons with disabilities and low income populations greater access to transportation services, to reduce duplication of services and to gain greater efficiencies in the distribution of human transportation services. Encompassed in the coordinated plan must be an assessment of available services, an assessment of clearly defined needs and strategies to address deficiencies for target populations. All projects funded via the aforementioned programs must meet the needs identified in the coordinated plan. Utilizing the Framework for Action, an assessment of the Peanut Belt RPO Region was conducted through a Public Transportation -Human Services Workshop. The Framework for Action is a self-assessment tool developed through the United We Ride initiative sponsored by the FTA. The Framework was used to identify areas of success and highlight the actions needed to improve the coordination of human service transportation in the area.

FTA proposed the following key elements be contained in each coordinated plan:

- An assessment of transportation needs for individuals with disabilities, older adults, and persons with limited incomes;
- An inventory of the available services that identifies areas of redundant service and gaps in service;
- Strategies to address the identified gaps in service;
- Identification of coordination actions to eliminate or reduce duplication in services and strategies for more efficient utilization of resources
- Prioritization of implementation strategies.

## **Federal Funding Programs**

SAFETEA-LU requires that projects selected for funding under the Elderly Individuals and Individuals with Disabilities (5310), JARC (5316), and New Freedom (5317) programs be derived from a locally developed coordinated transportation plan and that the plan be developed through a process that includes representation from the public, private, and nonprofit transportation and human service providers, as well as the general public. The Public Transportation Division (PTD) of the North Carolina Department of Transportation (NCDOT) was designated by the Governor in April 2008 to administer both the small urban and non-urbanized area apportionment of funds within North Carolina. NCDOT will only award project funding under the programs after a competitive evaluation of candidate projects and their merit vis a vis the recommendations of the Local Coordinated Plan.

A brief description of the programs and examples of eligible projects for each follows.

### **Job Access Reverse Commute (JARC Section 5316)**

The JARC program existed under the previous transportation legislation, the Transportation Equity Act for the 21st Century (TEA-21). SAFETEA-LU has changed the funding from an earmark to a formula program based on the number of low-income individuals in the urbanized area. JARC was created to help address the transportation needs of unemployed and underemployed persons trying to access jobs. Public transit primarily serves people entering the central city area; however entry-level jobs were being created in the suburbs. Previously funded JARC projects that are able to document successful implementation will be eligible for funding. New projects must relate to the development and maintenance of transportation services designed to transport welfare recipients and eligible low-income clients to and from jobs and activities related to their employment. Examples of eligible projects include:

- Public transit late-night and weekend service.
- Public transit guaranteed ride home program
- Expanding fixed-route transit routes
- Vanpools or shuttle services to improve access to employment or training
- Car loan programs that assist individuals in purchasing and maintaining vehicles
- Promotion of public transit for non-traditional work schedules
- Voucher programs targeted to persons entering the workforce or on welfare

### **New Freedom (Section 5317)**

The New Freedom Program is a newly created program under SAFETEA-LU. The purpose of New Freedom is to expand transportation services for the elderly and persons with disabilities beyond what is required by the Americans with Disabilities Act (ADA). New Freedom projects must be new service, defined as not in service as of August 10, 2005. Examples of eligible projects include:

- Expansion of paratransit service beyond the ¾ mile required by ADA
- Expansion of current hours of operation for paratransit services that are beyond those provided on fixed route services

- Same day ADA service
- Door-through-door service-provision of escorts
- Purchasing vehicles for new accessible taxi, ride sharing and/or vanpool programs
- Expense related to new voucher programs offered by human service providers
- New volunteer driver and aide programs
- Operational planning for the purchase of intelligent transportation technologies

### **Elderly Persons and Persons with Disabilities (Section 5310)**

This program existed under the previous transportation legislation. The 5310 program provides funds for capital costs associated with providing services to older adults and people with disabilities; generally accessible vehicles are purchased for nonprofit organizations. Additional requirements under SAFETEA-LU include the provision that projects funded under this program must be included in a locally-developed human service transportation coordination plan. North Carolina is one of seven States that are authorized to use up to one-third of the annual statewide allocation for operating costs.

- Purchase of service (POS): the acquisition of transportation service under a purchase of service contract with a public transportation provider
- Vehicles
- Mobility managers and related activities
- Radio and communication equipment
- Vehicle shelters
- Wheelchair lifts and restraints
- Computer hardware and software

## **CHAPTER 2**

### **PLAN APPROACH**

Projects funded through the Elderly and Persons with Disabilities (Section 5310), Job Access and Reverse Commute (Section 5316 - JARC) and New Freedom (Section 5317) programs require the development of a local coordinated public transit - human services transportation plan (LCP), which should incorporate private and non-profit transportation providers, human service and social service entities, as well as members of the general public.

The Peanut Belt RPO partnered with the Public Transportation Division of the North Carolina Department of Transportation to lead the coordinated planning effort for the four-county region. The planning team included planning staff from the Peanut Belt RPO, planning mobility development staff from the NCDOT, the area's public transit system, as well as representatives from:

- Halifax County Council on Aging WCCHS
- Halifax County Planning Department

- Bertie County Department of Social Services
  - Northampton County Office on Aging
  - Halifax County Day Reporting Center
  - Northampton County Day Reporting Center
- Area Mental Health Association/DSR/SE

The Peanut Belt RPO served as the lead agency hosting the Local Coordinated Plan workshop on February 24, 2009. The workshop was held at the JW Faison Administration Building, 9495 NC Highway 305, in Jackson, NC.

Stakeholders from the four-county Peanut Belt RPO area were invited to participate in the workshop to identify needs and gaps in the current transportation service. Unmet needs were identified and strategies to meet those needs prioritized during the workshop.

The results from the workshop are the foundation for the LCP and will guide the application process and project selection for the three grants (5310, 5316, 5317) over the next two to three years. The organizations that participated in the workshop represent a broad array of interests and included town/county staff, transportation advisory board members, local and out-of-county public transportation providers, health care professionals, ADA advocates, human service agencies, faith-based communities, as well as members of the general public

## **CHAPTER 3**

### **Overview of workshop coordination organizations**

#### **The Peanut Belt Rural Planning Organization**

Regional (Transportation) Planning Organizations (RPOs) were established across North Carolina to assist local areas with long-range regional transportation planning. There are currently twenty RPOs operating in the state. The Peanut Belt RPO covers Northampton County, Halifax County, Hertford County, and Bertie County.



#### **Peanut Belt Rural Planning Organization History**

The Transportation Equity Act for the 21<sup>st</sup> Century (TEA-21), enacted June 9, 1998 by the Federal Government, encouraged participation of local officials and the public in the transportation planning process. In response, the 1997-98 Session of the North Carolina General Assembly ratified the Board of Transportation Reform Bill (House Bill 1304) mandating the Board, with the assistance of the Secretary and the NCDOT, to develop a plan to establish rural transportation planning organizations (RPOs) in the rural areas as a counterpart to the existing Metropolitan Planning Organizations (MPOs) in cities containing an urbanized population of 50,000 or more.

In July of 2000, the North Carolina General Assembly amended General Statute 136-18 by ratifying Senate Bill 1195, which authorized the development of Rural Transportation Planning Organizations (RPOs) to establish a continuing, comprehensive, cooperative transportation planning process.

The RPOs were charged with four core duties:

- to develop long-range local and regional multi-modal transportation plans in cooperation with the area MPO and the North Carolina Department of Transportation,
- to provide a forum for public participation in the rural transportation planning process,
- to develop and prioritize suggestions for transportation projects, which the Rural Transportation Planning Organization believes should be included in the State Transportation Improvement Program, and
- to provide transportation-related information to local governments and other interested organizations and persons.

While MPOs are mandated by federal regulations as a condition of receiving federal financial assistance for transportation planning, RPOs are not currently federally mandated and receive no direct federal funding.

In North Carolina, RPOs must contain at least three contiguous counties with a combined population of at least 50,000. The counties of Bertie, Halifax, Hertford, and Northampton, having several major highways in common and with a population approaching 120,500, mutually agreed to form a rural transportation planning organization.

On May 30, 2002 the four counties entered into an agreement with NCDOT to establish the Peanut Belt Rural Planning Organization. Halifax County was chosen to serve as the lead planning agency (LPA) of the new organization. The four counties and NCDOT signed a Memorandum of Understanding (MOU), by and between the participating governments and NCDOT, that set up the purpose and structure of the organization. The Peanut Belt RPO was chartered on June 13, 2002 in a ceremony held in the Town of Halifax, North Carolina.

## **Peanut Belt RPO Demographics**

The population of the Peanut Belt region as a whole has been fairly stable for the past 20 years. Bertie and Halifax Counties have shown a slight loss in population, and Hertford and Northampton have experienced a small increase in population growth over the 20 year period. However, there have been variations in migration patterns in all the counties over that time interval.

### Bertie County

The total population of Bertie County is 19,773 persons. 7,116 of the total are white and 12,343 are black/African American. There are 314 persons of various other races living in the county. Of those numbers, 10,369 report having one or more disabilities. 2,160 of the disabled are employed. 3,160 persons are age 65 and over. Per capita income in 1999 dollars is \$14,096.

4,307 people live and work in Bertie County. 2,440 commute to other counties to work. The largest numbers of those commute to Hertford County, followed by commutes to Martin, Northampton, Halifax, and Chowan Counties. 9,588 people in the county have access to one or



more vehicles, and 1,300 have no vehicle available. Mean travel time to work is 28.5 minutes. Of 7,743 households reporting, 7,235 households have at least one telephone, while 508 households report having no telephone service.

### Halifax County

The total population of Halifax County is 57,370 persons, of whom 24,247 are white and 30,239 are black/African American. 2,884 persons of various other races reside in the county. 30,717 persons in Halifax County report having one or more disabilities. Of those reporting disabilities, 6,543 are employed. Persons age 65 and over total 8,571. Per capita income in 1999 dollars is \$13,810.

14,525 people who live in Halifax County also work there. 4,475 people commute to other counties to work. The largest numbers of those commute to Northampton, Nash, Warren, and Edgecombe Counties. A sizeable number, 418 of those, commute out of state. 28,159 people have access to one or more vehicles, and 4,537 have no vehicle available. Mean travel time to work is 24.2 minutes. Of 22,122 households reporting, 20,876 households have at least one telephone, while 1,246 households report having no telephone service.

### Hertford County

The total population of Hertford County is 22,601 persons, 8,371 of whom are white and 13,519 are black/ African American. 711 persons of various other races make up the rest of the total population. There are 12,966 disabled persons living in Hertford County, 2,774 of whom are employed. 3,567 are age 65 and over. Per capita income in 1999 dollars is \$15,641.

5,756 people live and work in Hertford County. 3,405 commute to other counties to work. The largest numbers of those commute to Bertie, Northampton, and Gates Counties. 343 commuters travel out of state to work. Of 12,664 persons reporting, there are 11,262 who have access to one or more vehicles, with 1,402 reporting no access to a vehicle. Mean travel time to work is 25.1 minutes. Out of 8,953 households reporting, 8,460 have at least one telephone. 493 households report having no telephone.

### Northampton County

The population of Northampton County is 22,086 persons. 8,620 are of the white race and 13,105 are black/African American. Persons of various other races account for the remaining 361 persons. 12,186 people report having one or more disabilities and 2,485 of them are employed. 3,840 of the total population is age 65 or over. Per capita income in 1999 dollars is \$15,413.

3,274 people live and work in Northampton County. 1,880 commute to other counties to work. The largest number of those commute to Halifax and Hertford Counties, with 331 commuters traveling out of state. 10,751 people report having access to one or more vehicles, and 1,680 report having no vehicle access out of 12,431 people reporting. Of 8,691 households reporting on telephone availability, 8,113 have telephones and 578 do not.

Statistics taken from the websites of the US Census, Employment Security Commission, and Center for Disease Control.

### **Public Transportation Division – North Carolina Department of Transportation**

The North Carolina Department of Transportation (NCDOT) Public Transportation Division (PTD) was created in 1974 by the North Carolina General Assembly to foster the development of intercity, urban and rural (now referred to as "community") public transportation in North Carolina. It administers federal and state transportation grant programs; provides leadership and training opportunities to transit professionals; and makes planning and technical assistance available in an effort to enrich transit services offered to North Carolina citizens and visitors.

Currently working with all 99 transit systems in North Carolina, PTD encourages the close collaboration between counties, communities, and their transit systems to provide public transportation that encompasses all 100 counties of the state. Within the four-county region of the Peanut Belt RPO, a community transit system provides service throughout the area as well as certain destinations outside of the region. These services are examined in more detail in the following chapter.

## CHAPTER 4

### INVENTORY OF PUBLIC TRANSPORTATION SERVICES IN THE PEANUT BELT RPO

The coordinated planning process requires a thorough inventory of existing transportation services. An assessment of existing transportation services in the Peanut Belt RPO Region - public, private and human service was conducted. Descriptions of providers and services were provided by the respective system.

#### Choanoke Public Transportation Authority (CPTA)

The Choanoke Public Transportation Authority (CPTA) was created on November 7, 1977 by a joint resolution between Bertie, Halifax, Hertford, and Northampton Counties. CPTA is a four-county regional public transportation system, providing human service and general public transportation to the citizens of Bertie, Halifax, Hertford and Northampton Counties. CPTA also provides out-of-county transportation to Rocky Mount, North Carolina and Greenville, North Carolina.

CPTA provides subscription transportation and demand response services Monday through Friday between the hours of 4:30 a.m. and 6:30 p.m. utilizing a staff of 44 employees (20 full-time & 24 part-time employees). Services may be requested for medical, shopping, dialysis, day cares, and community colleges, etc. and are open to anyone needing a ride. The fleet is made up of 45 vehicles (30 lift equipped), which are posted throughout the four county area. The mission of the service is to provide safe, adequate and convenient transportation for the citizens of the four county area. Drivers are required to participate in drug and alcohol testing, on-the-job training, road training, OSHA training, and periodic safety meetings.

#### CPTA's Program Goals

- To ensure that citizens with transportation needs will be able to access the service
- To provide transportation services at the lowest possible cost
- To address needs of increasing accessibility to the elderly and handicapped

#### CPTA's Annual Statistics

Total Passenger Trips	200,091
Total Service Miles	1,244,364
Total Service Hours	51,618

## **Other transportation providers**

A number of small private operators are dotted around the four-county Peanut Belt RPO region. Most consist of several taxicabs and/or vans each. The list includes:

Moma & Pop Taxi Service, Ahoskie  
Vaughan George Taxi, Murfreesboro  
Express Transit Services, Roanoke Rapids  
Phillips Cab Company, Roanoke Rapids  
Stage Coach Shuttle & Cab, Roanoke Rapids  
Bear Grass Tours, Williamston  
Lake Gaston Bus Services, Littleton  
Mobility Transportation Services, Battleboro

## **Ferries**

Two rather unique ferries offer service within the Peanut Belt RPO. Operated by regional divisions of the North Carolina Department of Transportation, the cable-guided ferries link local roads well inland of the state's major ferry services. In Bertie County the Sans Souci Ferry spans the Cashie River, providing a link for State Road 1500 south of Windsor. In Hertford County, Parker's Ferry spans the Meherrin River linking State Road 1306 near Winton.

# **CHAPTER 5**

## **NEEDS ASSESSMENT SURVEY**

A survey of community transportation needs was emailed and conventionally mailed to a broad group prior to the workshop in the Peanut Belt RPO region. The survey was attached to the workshop's invitation, along with a RSVP form and a brief synopsis of the three public transportation grants concerned. The packages were distributed to local government staff, human service agency personnel, and other public transportation stakeholders in each of the four Peanut Belt RPO's counties during early February 2009.

The survey covered a wide variety of issues pertaining to the existing public transportation services and it provided the respondents with the opportunity to note issues and needs that should be addressed immediately, those needs that needed improvement, those that were not critical but needed to be initiated, and those that either required too much effort or that currently lacked adequate funding. A total of 8 responses were received from the invited participants. This

feedback was reviewed and was helpful in preparing an analysis outlining specific needs and strategies to be used in the local workshop.

Results of the survey were circulated in the workshop prior to the initiation of the exercises. The survey results contributed to initial discussion of local transportation needs and strategies to achieve these needs.

A copy of the survey form is included in the appendices.

### **Survey Results**

A total of 8 surveys were received. Each question asked the participant to rank the issue from one to four points, with four being a high priority issue, one being a low priority issue

### **SERVICE RELATED AREAS**

Total Points	Issue
28	There is not enough public transportation service available
27	There needs to be extended service hours
26	There is a need to increase service to fill gaps in underserved areas
23	There is a need for door-to-door service for the elderly and disabled population
22	There is a need for transportation providers to focus specifically on providing employment trips
21 (Tie)	There needs to be extended weekend and night service There is a need for coordination between transportation providers to provide inter-county trips There is a need for a public transportation service to focus specifically on providing employment trips
20	Too much advance planning is required in order to get transportation There is a need for coordination between transportation providers to provide cross-country trips
19	There is a need for public transportation to focus specifically on shopping and recreation trips

### **EDUCATION AND MARKETING - CUSTOMER SERVICE AREAS**

Total Points	Issue
25 (Tie)	There is a need for education on available services, programs, and eligibility requirements There needs to be advertising of the various services to the elderly, low income, and general public
18 (Tie)	There are communication issues, ie. language barriers, no website or hard-to-use website, inconsistent information

There is a need to market/increase participation on the Transportation Advisory Board (TAB)

**AGENCY RELATED**

Total Points      Issue

22	Service providers need to be more consumer friendly
20 (Tie)	There is a need for sustained support for coordinated transportation planning among elected officials, agency administrators, transportation providers, and other community leaders Agency staff is too small to handle the numbers and complexities of issues that arise
17	There is a need for users to make reservations for service after business hours

**Survey Synopsis**

As indicated by the points allocated to survey results, public transportation is an important issue in the four-county Peanut Belt area. Among the priorities indicated by the survey are a strong need for improvements in transportation for employment purposes, as well as a concern for the geographic obstacles inherent to the region that add to the challenges of the area's public transportation systems. Additionally scoring high in the survey were the need for expanded awareness of existing transportation services as well as an increase in the education of passengers and potential passengers regarding public transportation. It was also noted that strong support of community leaders and politicians for public transportation and its funding was important in furthering transportation in the region.

## CHAPTER 6

### NEEDS AND STRATEGIES

#### Evaluation Process Exercise

Following discussion of the survey and its results, attendees at the workshop next participated in a needs and strategies exercise. Participants were split into several groups to conduct the evaluation process of transportation needs in the region and then select strategies to fulfill these needs. A large chart was provided to each group. The chart contained a list of transportation needs, highlighting transportation requirements of older adults, low-income households, and the disabled community as seen in various communities. Many of the survey results were listed in the needs area. Additional space was provided for participants to list unique needs specific to their community and region raised from discussion in the session. Specific additional information extracted from the surveys was added to the needs column. The second part of the chart contained a list of possible solutions to the previously-listed transportation needs, as well as again having areas for workshop participants to add additional suggested transportation solutions to the listed needs.

During this part of the workshop, numerous strategies were discussed by the representatives from NCDOT and the RPO, encouraging workshop participants to be creative in their strategies as they wrote them down on the needs and strategies chart.

**The cumulative results of the needs and strategies exercise were as follows:**

**Needs as suggested by workshop participants outlined are listed in bold, with the strategies as suggested by workshop participants listed in plain type:**

**1) Transportation for offenders - newly-released w/o personal transportation:**

- a) Fixed Routes
- b) Circulators
- c) Evening service
- d) Weekend service
- e) Vouchers
- f) Transit pass
- g) Agency-operated services
- h) Door-to-door services

**2) Bus aides for elderly passengers:**

- a) Evening services
- b) Volunteer drivers
- c) Park and ride
- d) Door-to-door

**3) Employment transportation:**

- a) Fixed routes
- b) Circulators
- c) Evenings
- d) Weekends
- e) Vouchers
- f) Vanpools
- g) Park and ride

**4) Services for youth to recreation/sporting events:**

- a) Evening service
- b) Weekend service
- c) Agency-operated services
- d) Vanpools
- e) Door to door
- f) (Added to List) Contracted services

**5) Transportation for offenders:**

- a) Evenings
- b) Agency-operated
- c) Door-to door
- d) (Added to List) Contracted services

**6) Expanded park and ride**

- a) Evenings
- b) Weekends
- c) Express service
- d) Vanpools

**7) Expanded transportation for seniors and older adults.**

- a) Evenings
- b) Weekends
- c) Agency operated
- d) Vanpools
- e) Door-to-door
- f) (Added to List) Contracted services

**8) Fixed route services.**

- a) Fixed route
- b) Evenings
- c) Weekends
- d) Door-to-door
- e) (Added to List) Contracted services

**9) Develop a better coordinated website**

**10) Expanded community college services in light of layoffs.**

- a) Evenings
- b) Weekends
- c) Vouchers
- d) Transit pass



- e) Vanpools
- f) Big vehicles

**11) Transportation to Employment Security Commission/Joblinks offices**

- a) Evenings
- b) Weekends
- c) Vouchers
- d) Transit pass
- e) Vanpools

## **CHAPTER 7**

### **THE MAP EXERCISE**

This exercise allowed the workshop participants to visualize the potential service improvements that had been discussed in the Needs and Strategies exercise. Maps of the four-county region were distributed to each table. Each map highlighted a demographic factor of the four counties, including low-income population, elderly population, and the disabled population. Participants were distributed markers to draw their suggested route and coordinated transportation improvements on the maps.

After the exercise participants were invited to outline their basis and reasoning in their sketching transportation flows on the maps. They were asked to retain these ideas and thoughts along with the Needs and Strategies exercise results, and carry them forward to the prioritization exercise.

## **CHAPTER 8**

### **PRIORITIZATION OF IMPLEMENTATION OF STRATEGIES**

In the final exercise at the workshop, the participants were asked to rank the strategies they individually found most appropriate for their clients or the interests they represented. This was done by asking the participants to allocate an imaginary \$100 spread over the strategies they had recommended in the prior exercises. They were reminded to be creative and not consider current budgetary restrictions in their allocation of their \$100. The results of the exercise are listed below.

<b>RANK</b>	<b>SHOPPING LIST</b>	<b>TOTAL DOLLARS SPENT</b>
<b>1</b>	Door-to-Door service	<b>\$146</b>
<b>2</b>	Increased visibility of existing transit system	<b>\$141</b>
<b>3 (tie)</b>	Evening service Weekend service	<b>\$130</b>
<b>4</b>	Voucher program	<b>\$77</b>
<b>5</b>	Fixed routes	<b>\$70</b>
<b>6</b>	Park and ride program	<b>\$60</b>
<b>7</b>	Transit pass program	<b>\$55</b>
<b>8</b>	Senior shopping transportation	<b>\$50</b>
<b>9</b>	Volunteer driver program	<b>\$36</b>
<b>10</b>	Agency-operated vans	<b>\$30</b>
<b>11</b>	Transportation for employment	<b>\$25</b>
<b>12 (tie)</b>	Released offender transportation Transportation for youths to rec. events Expand older adult transportation services	<b>\$20</b>

Within the four-county Peanut Belt RPO region, the provision of paratransit door-to-door service was seen at the prime transportation need of the region's disabled, elderly, and low-income population. This service would expand on some of the current transportation services available to the target communities. Second in the findings priority is an interest in expanding the visibility of existing transportation services to broaden awareness of available transportation..

The research in the four-county region indicates that the top-listed strategies were in the forefront of the region's needs. The area's transportation providers should endeavor to satisfy these and other public transportation needs as outlined in the prioritization list over the approximately three-year life of this LCP. Future LCP revisions will address the then-current transportation needs of the region, coupled with the data from the upcoming 2010 US Census and the findings of the five-year Community Transportation Improvement Plans that each transit system will be having compiled over the next several years.

At the conclusion of the workshop Federal Title VI forms were provided to all attendees, who were advised that the completion of the forms were voluntary and that all completed forms would be forwarded to the Title VI office at NCDOT. Approximately ten of the participants in the workshop completed a Title VI form.

## **CHAPTER 9**

### **SUMMARY**

Many of the invited stakeholders assisted in developing the coordinated plan for the Peanut Belt RPO. The plan follows the required steps:

- Assess available services (public, private and nonprofit).
- Identify transportation needs for individuals with disabilities, older adults, and people with low incomes.
- Develop strategies and/or activities to address the identified gaps and achieve efficiencies, where possible, in service delivery.
- Identify priorities for implementing the strategy/activities based on resources, time, and feasibility for implementation.

The prioritization of findings from the workshop indicate that the door-to-door paratransit service and increased awareness of existing transportation services rank as the top strategies to help meet the needs of the Peanut Belt RPO area. These services and others listed in the previous chapter are among those eligible for funding by one of the three aforementioned grants from FTA. As the four-county Peanut Belt RPO area is served by a regional public transit system, there are a number of future opportunities at the transit system and other eligible transportation organizations (with the proper funding) to expand current services as well as develop new services, as outlined by the strategy findings, to help better serve the needs of the region.

The adopted LCP plan will serve as a document that will support future requests for transportation funding for the Sections 5310, 5316, and 5317 grants improving transportation for the low income, elderly, and disabled individuals who reside in the four-county Peanut Belt RPO Region.

## CHAPTER 10

### March, 2010 Update

In August, 2009, a Coordinated Public Transit - Human Service Transportation Plan was developed by Euturn, Inc. The coordinated plan covers the Halifax County region, with an eye towards providing services from Halifax County to surrounding counties, including Northampton, Bertie, Edgecombe, and Nash. The plan examines transportation needs within the county, including the market for individuals needing transportation to other counties for employment and other purposes.

A detailed examination of current transportation options and the existing demographic makeup of the county was carried out in the course of the study. This analysis resulted in determining unmet need and service gap findings, as well as a corresponding selection of strategies to meet these needs and fill the transportation gaps.

A condensed list of findings resulting from the study are below:

#### "Unmet Needs and Service Gaps from the August 2010 EUTURN Public Transit - Human Service Transportation Plan

The Coordinated Plan is focused on identifying the most significant unmet transportation needs or service gaps faced by transportation-disadvantaged individuals. These unmet needs were substantiated by 1) surveying stakeholders and 2) facilitating the United We Ride: A Framework for Action initiative during several of the Public Transportation-Human Service Coordination stakeholder meetings. Participants conducted an assessment of current public transportation providers, including private and nonprofit providers, and identified public transportation needs. Participants identified areas where service is needed to meet the needs of people with limited incomes, the elderly, and persons with disabilities. Workshop participants and survey respondents noted that they were unaware that CPTA provided public transportation services. However, their assessment includes the following:

- Better marketing - many people don't know about existing public and human service transportation services.
- There is no regular assessment of transportation needs in the area.
- It takes too long on the existing system, even for short trips.
- People need access to jobs within and outside of county.
- Out-of-county medical transportation services are lacking.
- There are needs for other residents who are not elderly or disabled.
- Service is needed beyond 5:00 in the evening.
- People would use the service if they know how.
- Affordable and flexible transportation.
- Better communication/advertising.
- Weekend service, both days if possible.

## STRATEGIES FOR IMPROVED SERVICE AND COORDINATION

A set of strategies and related project actions will help to address the unmet needs and fill the gaps in human service transportation. The recommended priority actions are shown in the following chapter. Project proposals for funding under any of the three FTA programs will need to address at least one of the strategies listed below. In developing strategies and actions to address unmet needs, some projects will have a greater overall impact on unmet needs than others and are thus a greater priority for funding.

### A: Strategies

The strategies are:

- Tailor transportation services to better respond to the individual needs of low income workers, people with disabilities and older adults desiring to return to the workforce... This strategy emphasizes increased awareness about how various types of disabilities impact peoples' ability to travel.
- Provide improved, user-friendly information to customers and social service and nonprofit agencies about the types of transportation programs available to low-income workers, people with disabilities and older adults.
- Develop services that increase the mobility options for people who rely heavily on public transportation. The strategy emphasizes the need to offer alternate services available for older adults, people with disabilities under the ticket to work program., and low-income workers who may experience lack of reliability or capacity constraints with the existing transportation providers or their everyday transportation service.
- Develop and implement new programs to provide additional transportation choices for persons with disabilities, individuals with limited incomes and older adults. Additional funding should also be identified and secured to support these programs.
- Develop process for ongoing assessment of service level and quality from stakeholders and consumers.

Need	Strategy	High	Medium	Low
<b>Expand Existing Public Transportation Services</b>	1. Expand hours of operations on nights, and provide weekend service. 2. Provide more frequent CPTA service. 3. Expand service area for ADA and seniors	<b>x</b>		
<b>Provide Access to Jobs</b>	1. Provide early morning and late night service on fixed-route 2. Promote alternative transportation options, during non-peak hours and underserved geographic areas. 3. Partner with job training organizations	<b>x</b>		

	4. Establish shuttle service or van pools to employment centers. 5. Establish volunteer programs			
<b>Enhance Communication and Advocacy</b>	1. Establish central source for information to promote sharing and coordination between agencies. 2. Establish a transportation services directory. 3. Improve communications with riders and riders abilities to communicate with agencies and transportation providers 4. Establish workshops to promote on-going coordination activities. 5. Establish 24/7 trip planning 6. One central number to call for transportation	<b>x</b>		
<b>Market Existing Services</b>	1. Provide information to the community about available transportation services. 2. Encourage employers to assist with costs of employee transportation 3. Promote travel training		<b>x</b>	
<b>Expand Accessible Service</b>	1. Accessible Service Subsidy Program. 2. Coordination with agencies to purchase or lease accessible vehicles		<b>x</b>	

## **B: Programmatic Action Items**

### **Action #1: PERSONS WITH DISABILITIES**

Identify the currently unmet needs and define potential corrective strategies for persons with disabilities.

- Greater Flexibility. This includes public transit service expansion for 24/7 service and locations served. Many of the locations, such as employment centers, business corporations, recreational location and faith-based facilities can not be reached or are not convenient by the current transit service. Evening, weekend and holiday service is needed.
- Strict Adherence to ADA Requirements (stop announcements).
- There is a lack of knowledge or understanding of the current transportation services that are available. Better information and assistance is needed.
- Vehicles and vehicle related expenses including: Buses; Vans; Radios and communication equipment; Vehicle shelters; wheelchair lifts and restraints; vehicle rehabilitation; manufacture, or overhaul; preventive maintenance, as defined in the National Transit Database (NTD); and extended warranties which do not exceed the industry standard.
- Lease of equipment when lease is more cost effective than purchase.
- Computer hardware and software.
- Initial component installation costs.
- Vehicle procurement, testing, inspection, and acceptance costs.
- . Acquisition of transportation services under a contract, lease, or other arrangement.
- The introduction of new technology into public transportation.
- The introduction of alternative fuel as a demonstration model.
- Transit related intelligent transportation systems (ITS).
- Acquire Geographic Information System (GIS) tools.
- Supporting new mobility management and coordination programs among public transportation providers and other human service agencies providing transportation.

## **Action #2: LOW INCOME INDIVIDUALS**

Identify the currently unmet needs and define potential corrective strategies for low income individuals.

- Public transit service provision of 24/7 service and locations served. Many of the locations, such as employment centers and child care facilities, can not be reached or are

not convenient by the current transit service. Evening, weekend and holiday service is also needed.

- Affordable paratransit service or specialized work shuttles. There are a few isolated pockets, geographical and work shifts, which can not be serviced by the current fixed route service.
- There is a lack of knowledge or understanding of transportation services that are currently available, such as mode choice and tax incentive programs. Better information and assistance is needed.
- Greater employer involvement. Seek business support for transit service subsidy

### **Action #3: OLDER ADULTS**

Identify the currently unmet needs and define potential corrective strategies for older adults.

- Expanded Paratransit Service and Fixed Route Service. This includes both hours of service and locations served. Many of the locations, such as recreational locations and faith-based facilities, can not be reached or are not convenient by the current transit service. Additional evening, weekend and holiday service is needed. It was also noted that there is a perceived capacity issue during peak travel times for paratransit service.
- Physical Needs and Issues. Our society is more mobile than ever and as seniors age, their desire to continue to be active is high. Although the desire is high, many have physical health issues that prevent or significantly impact their mobility. Additionally, many live alone with little or no support network. Attention in these areas is needed.

### **Action #4: PROGRAMMATIC INEFFICIENCIES**

Identify strategies and/or activities to address the overall gaps and achieve efficiencies in service delivery

- Create intermodal mobility (“one stop shop”. and “1-800 #”) Webpage The single source mobility center would be able to direct individuals to the proper service to meet their needs. Additionally, this method would be able to maximize service by coordinating connectivity between services. The option could also facilitate “cross-training” of staff from all the region’s transportation providers. Considerations should include coordinated/cooperative fare structures and connectivity between public agencies.
- Develop Job Access Services. needs to consider additional express type service. Employment growth in the Halifax County areas especially Enfield and the surrounding



townships to include: Ringwood, Brinkleyville, Scotland Neck, Hobgood, could benefit local unemployed or individuals seeking advancement. Specialized work shuttles and vanpools to large employers and industrial parks are also needed.

- Removing mobility barriers. Expanded fixed route service and paratransit service should be considered, especially on evenings and weekends. Pilot projects are to be considered to determine usage for barrier removal.
- Utilization of technology. Utilization of an automated call reminder system for seniors and persons with disabilities would be helpful. Other technology providing real time passenger information and on-line trip planning with a seamless payment plan would make the service more attractive to potential riders.

\*Noted Concern: The level of pay for drivers, especially paratransit, should be evaluated with similar type jobs in the marketplace to ensure the positions remain competitive; additional consideration needs to be given with the recent changes in minimum wage.

## **Action #5: SETTING PRIORITIES BASED ON AVAILABLE RESOURCES**

Identify priorities for implementation based on time, resources and feasibility for implementing the specific strategies and activities identified.

### Priorities

- 1) Capital equipment support
- 2) “One stop shop”- creating an inter-modal mobility office to increase connectivity between services. Training individuals within all connecting transit systems and transportation suppliers to cross promote services and assist clients with putting trips together using a variety of mobility options.
- 3) Education Need (Awareness Campaign) – This will tie into the “one stop shop” concept. Develop informational piece to market information services and provide ongoing outreach.
- 4) Services-
  - Fixed route and paratransit services . A strategic plan to target specific area as a pilot program for both types of public service. The focus would include evening, weekend and peak capacity service.
  - Implementation of additional commuter services, including both express bus and vanpool services.
- 5) Coordination Pilot Program- A coordination initiative in which a bank of vehicles exists to be utilized by a defined number of collaborating organizations. The group could define the transportation program to ensure it meets the needs of individual member organizations, while

achieving the goals set for coordination. Each region qualifies for coordinated transportation based on needs and census.gov data."

As evidenced by the results of this study, the top two public transportation needs in the Halifax County region are the expansion of available public transportation services and the availability of transportation for employment, especially during off hours, such as second or third shifts.

## APPENDIX A-1

### List of Invitees and Attendees to Peanut Belt RPO Local Coordinated Plan Workshop held February 2009

	Lead Agencies	Lead Contacts	Workshop	
	Peanut Belt RPO	Ann Whitley	Date	Location
	NCDOT/PTD	Jeff Crouchley	Feb. 24, 2009	Jackson
	Stakeholders Invited		Stakeholder Participating	
	<i>Name</i>	<i>Organization</i>	<i>Name</i>	<i>Organization</i>
	Pam Perry	CPTA	Pam Perry	CPTA
	Lonnie Hedgepeth	Halifax County Aging	Lonnie Hedgepeth	Halifax County Aging
	Meshia Greene	CPTA	Meshia Greene	CPTA
	Chris Rountree	Halifax Co. Planning	Chris Rountree	Halifax Co. Planning
	Karen Lee	Northampton Co. DRC	Karen Lee	Northampton Co. DRC
	Morris Rascoe	Bertie County DSS	Morris Rascoe	Bertie County DSS
	Debby Warren	Northampton Co. Aging	Debby Warren	Northampton Co. Aging
	Glenn Echerd	Mental Health Assoc.	Glenn Echerd	Mental Health Assoc.
	Joslyn Reagan	Halifax DRC	Joslyn Reagan	Halifax DRC
	Connie Perry	Hertford County Elderly	Connie Perry	Hertford County Elderly
	Ann Whitley	Peanut Belt RPO	Ann Whitley	Peanut Belt RPO
	Brenda Greene	CPTA/CADA.	Brenda Greene	CPTA/CADA
	Rev. Hoyt Cooper	CPTA Board Member		
	Connie Perry	CPTA Board Member		
	Frances Butler	CPTA Board Member		
	Brenda Greene	CPTA Board Member		
	Tammy Bohannon	CPTA Board Member		
	Aussie Broadnax	CPTA Board Member		
	Floyd Grant	CPTA Board Member		
	Mildred Moore	CPTA Board Member		
	Zee Lamb	Bertie County Manager		
	Tony Brown	Halifax County Manager		
	Wayne Jenkins	Northampton County Manager		
	Linda Blackburn	Hertford County Aging		
	Gwendolyn Burns	Hertford County DSS		
	Michelle Earley	Hertford Public Health		
	Director	Vocation Rehabilitation		
	Director	Viquet		
	Director	Roanoke Chowan Hospital		
	Shelby Scott	Davita Dialysis Center		

	Niki Ward	CNC Access		
	Ralph Soney	Roanoke Chowan Comm. College		
	Director	East Carolina Behavioral Health		
	Venita Thompson	Bertie County Aging		
	Charlotte Hollingsworth	Fresenius Medical Care		
	Rita Edwards	Bertie Health Department		
	Curtis Polson	Adult Day Care - Powellsville		
	Director	Bertie Memorial Hospital		
	D. Albert Wentzy	Northampton County DSS		
	Sue Gay	Northampton County Health Dept.		
	Karen Lee	Northampton County Day Reporting		
	Sallie Surface	Choanoke Area Development Ass.		
	Rebecca Bayse	JE Faison Senior Centre		
	Brian Harris	Rural Health Group		
	Michelle Spence	Rich Square Dialysis Center		
	Michael Felt	Halifax County DSS		
	Joslyn Reagor	Halifax County Day Reporting		
	John Foriest	Halifax Community College		
	Jessica Bowman	Roanoke Rapids Dialysis Center		
	Director	Halifax Regional Medical Center.		
	Director	Easter Seals		
	Director	St. John Catholic Church		
	Director	Halifax County Health dept.		
	Director	Edward's assessment		
	Director	Vocational Rehab Services.		
	Director	Adult Care of Weldon		
	Director	Mobility Transportation Services		
	Prince Williams	Employment Security Commission		
	Mayor Warnie Bishop	Town of Enfield		

## **APPENDIX A-2**

### **Peanut Belt RPO LCP workshop invitation**

February 2, 2009

#### **MEMORANDUM**

**TO:** Peanut Belt Rural Planning Organization Local Coordinated Human Services Plan Stakeholders

**FROM:** Jeff Crouchley  
NCDOT Public Transportation Division

**SUBJECT:** Local Coordinated Human Service Plan – Public Transportation Planning Workshop

You are invited to participate in a Peanut Belt Rural Planning Organization Locally Coordinated Human Service - Public Transportation Planning Workshop in Jackson on February 24, 2009. This workshop will be planned and directed by the Peanut Belt Rural Planning Organization (RPO) and the North Carolina Department of Transportation Public Transportation Division (NCDOT PTD). I will serve as the workshop facilitator and the Peanut Belt RPO staff will assist me. This event will be held from 1.00 P.M. to 5.00 P.M. at the J.W. Faison Administration Building , 9495 NC Highway 305, Jackson, NC 27845 (just south of Jackson), located in the same building the Northampton Co. Health Dept. and N.C. Cooperative Extension.). There will be snacks provided during breaks.

This workshop is one of numerous similar events that will be held across North Carolina during early 2009. The findings and recommendations of the Peanut Belt RPO workshop will be summarized into a locally coordinated human service - public transportation plan report. This action will ensure the eligibility for certain funds authorized under the Federal 2005 Safe Accountable, Flexible Efficient Transportation Equity Act: A Legacy for Users; specifically – New Freedom (5317), Job Access and Reverse Commute (5316), and Elderly and Disabled Individuals Transportation Assistance (5310). This eligibility will enable the counties of Halifax , Northampton , Hertford, and Bertie and their transit system to apply for these funds. The thrust of the locally coordinated plan will be to identify the specific areas of need for individuals with disabilities, older adults and persons with low incomes; to propose strategies for meeting these local needs; and to prioritize public transportation services for funding and responsive actions. Attached for your information is a brief overview of the coordinated human service transportation process.

To assist with the planning and preparation for this workshop, it is requested that you review and complete the attached survey document, “Coordinated Public Transit - Human Service Transportation Planning, A survey of community transportation needs.”

Instructions are provided at the beginning of the document as to how to provide your responses. Your feedback in identifying specific service related problems will be invaluable. The problem areas may include:

- education and information,
- accessibility and safety,
- cross county trips and coordination,
- applications and eligibility,
- general and specific service related,
- customer service,
- customer price,
- program funding,
- agency development

You are also provided the opportunity to provide feedback concerning other specific concerns or other personal observations. While this review may seem to be a daunting task, it should be readily manageable if you focus on your personal observations and specific experiences of the past few years. Remember there are no right or wrong answers. The information that is included in your responses will be helpful for the workshop itself and will provide helpful documentation for the development of the locally coordinated human services transportation plan report. It is requested that you complete this survey document and the RSVP form and forward them via email to me at [jcrouchley@ncdot.gov](mailto:jcrouchley@ncdot.gov) by February 17, 2009.

If you have any specific questions concerning the survey document, please feel free to contact me (919 733-4713 x236) or by email at [jcrouchley@ncdot.gov](mailto:jcrouchley@ncdot.gov). Thank you for your assistance and I hope to see you at the workshop in January.

Enclosures (3)

**APPENDIX A-3**

**Peanut Belt RPO LCP Workshop RSVP**

**Please fill out and return this RSVP**

**February 24, 2009 Peanut Belt Rural Planning Organization (RPO)  
Locally Coordinated Human Services Transportation Planning  
Workshop**

J.W. Faison Administration Building, 9495  
NC Highway 305, Jackson, NC 27845

\_\_\_\_\_ I plan to attend this workshop

\_\_\_\_\_ I do not plan to attend this workshop

\_\_\_\_\_ I am sending in the survey

Name:

Date:

Agency or other affiliation:

**(Please return this RSVP to Jeff Crouchley at NCDOT/PTD,  
[jcrouchley@ncdot.gov](mailto:jcrouchley@ncdot.gov) or fax to (919) 733-1391 by February 19,  
2009.)**

## APPENDIX A-4

### Sample Needs Assessment Survey attached to Peanut Belt RPO LCP invitation

#### A survey of community transportation needs

In order to assess the transportation issues that need to be addressed in your community – a list of transportation needs have been assembled into the following survey. Please mark all those that apply to your experience.

Prioritize each survey question in accordance to level of importance using the following rankings:

**4 – Highest Importance**  
**3 – Medium Importance**

**2 – Low Importance**  
**1 – No Importance**

#### SERVICE RELATED

	There is not enough public transportation service available.
	There needs to be extended service hours
	There needs to be extended weekend and night service
	There needs to be extended service focusing on employment type trips
	There is a need to increase service to fill gaps in underserved areas
	There is a need for coordination between transportation providers to provide cross-county trips
	There is a need for coordination between transportation providers to provide inter-county trips
	There is a need for a public transportation service to focus specifically on providing employment trips
	There is a need for a public transportation service to focus specifically on providing shopping and recreation trips
	Too much advance planning is required in order to get transportation
	There is a need for door to door service for the elderly and disabled population

#### EDUCATION & MARKETING/CUSTOMER SERVICE

	There a need for education on available services, programs and eligibility requirements
	There are communication issues i.e. language barriers, non existent web-site or difficult to find/use, inconsistent information provided
	There needs to be advertising of the various services to the elderly, low income, and general public
	There is a need to market/increase participation on the Transportation Advisory



	Board (TAB)
--	-------------

#### AGENCY RELATED

	There is a need for sustained support for coordinated transportation planning among elected officials, agency administrators, transportation providers and other community leaders
	Service providers need to be more "consumer friendly"
	There is a need for users to make reservations for service after business hours
	Agency staffs are too small to handle the number and complexity of issues that arise

**Below you should add any additional problems and list any known locations/agencies/times or places the problems occur**


Once you have completed this survey, please submit by email to Jeff Crouchley, NCDOT Public Transportation Division [jcrouchley@ncdot.gov](mailto:jcrouchley@ncdot.gov) or fax to 919-733-1391 or mail to 1550 Mail Service Center , Raleigh , NC 27699-1550 . **(Please submit no later than February 19, 2009).**

## **APPENDIX A-5**

### **Grants Overview Attached to Workshop Invitation**

#### **COORDINATED HUMAN SERVICE TRANSPORTATION PLAN**

Starting in FY2007, the Safe Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) from the Federal Transit Authority (FTA), requires that projects funded under the Elderly Individuals and Individuals with Disabilities grant, known as Section 5310; JARC, known as Section 5316; and New Freedom, known as Section 5317 have a locally developed, coordinated public transit-human services transportation plan.

The plan can act as a tool in coordinating the human service transportation programs in your area, resulting in improved communication and streamlined operations for everyone involved. Don't worry, others have successfully developed and implemented coordinated plans. The RPO organizations and the NCDOT are preparing resources to help guide you through the process.

FTA proposes the following key elements of a coordinated plan:

- An assessment of transportation needs for individuals with disabilities, older adults, and persons with limited incomes;
- An inventory of available services that identifies areas of redundant service and gaps in service;
- Strategies to address the identified gaps in service;
- Identification of coordination actions to eliminate or reduce duplication in services and strategies for more efficient utilization of resources; and,
- Prioritization of implementation strategies.

If you want to learn more access; the Transportation Research Board Report 101: Toolkit for Rural Community Coordinated Transportation Services published in 2004

[http://onlinepubs.trb.org/onlinepubs/tcrp/tcrp\\_rpt\\_101.pdf](http://onlinepubs.trb.org/onlinepubs/tcrp/tcrp_rpt_101.pdf)

This document offers an all in one resource that examines strategies and practices used to coordinate rural transportation services. This report details who needs to be involved, the organization of the planning process and includes frequently asked questions.



## APPENDIX A-6

### Agenda for Peanut Belt RPO LCP Workshop

Agenda  
Peanut Belt Local Coordinated Plan Workshop  
February 24, 2009  
1.00pm – 5.00pm  
JW Faison Administration Building  
9495 NC Highway 305  
Jackson, NC 27845

12.30pm – 1.00pm	Registration	
1.00pm — 1.10pm	Welcome and Introductions	Ann Whitley Peanut Belt RPO
1.10pm — 1.25pm	Overview of Local Coordinated Plan Purpose and Goals	Jeff Crouchley NCDOT PTD
1.25pm — 1.45pm	Existing Public Transportation Services	Jeff Crouchley NCDOT/PTD
	<ul style="list-style-type: none"><li>Choanoke Public Transportation Authority</li></ul>	Pam Perry Executive Director
1:45 pm — 2.00pm	Break	
2.00pm — 2.45pm	Needs Assessment Exercise	Table Groups
2.45pm – 3.00pm.	Analysis of Exercise	Jeff Crouchley NCDOT/PTD
3.00pm - 3.30pm	Gap Analysis Exercise	Maps
3.30m – 4.00pm	Analysis of Exercise	Jeff Crouchley NCDOT/PTD
4.00pm – 4.20pm	Prioritization Exercise	Jeff Crouchley NCDOT PTD
4.20 pm - 4.30pm	Questions and Answers	Jeff Crouchley NCDOT PTD
4.30pm – 5.00pm	Wrap Up	Jeff Crouchley NCDOT/PTD Ann Whitley Peanut Belt RPO

## APPENDIX A-7

### Priority Program Allocation Form

#### Allocation of Dollars for Priority Programs

SHOPPING LIST	DOLLARS
Fixed Routes	
Evenings service	
Weekends service	
Vouchers program	
Volunteer drivers program	
Broker trips to others	
Increased visibility of existing program	
Express Service	
Transit Pass program	
Agency operates own vans	
Vanpools program	
Bigger or unique vehicles	
Park & Ride program	
Door to Door or Door- through Door	
Add-	
Add-	
Add-	
Add-	
Add-	
<b>Total - not to exceed</b>	<b>\$100</b>

## APPENDIX A-8

### Voluntary Title VI Form

Title VI of the Civil Rights Act of 1964 requires North Carolina Department of Transportation to gather statistical data on participants and beneficiaries of the agency's federal-aid highway programs and activities. The North Carolina Department of Transportation collects information on race, color, national origin and gender of the attendees to this public meeting to ensure the inclusion of all segments of the population affected by a proposed project.

The North Carolina Department of Transportation wishes to clarify that this information gathering process **is completely voluntary** and that you are not required to disclose the statistical data requested in order to participate in this meeting. This form is a public document.

The completed forms will be held on file at the North Carolina Department of Transportation. For Further information regarding this process please contact Sharon Lipscomb, the Title VI Manager at telephone number 919.508.1808 or email at [slipscomb@ncdot.gov](mailto:slipscomb@ncdot.gov).

Project Name:		Date:
Meeting Location:		
Name (please print)		Gender:  Male      Female
General ethnic identification categories (check one)		
Caucasian	Hispanic American	American Indian/Alaskan Native
African American	Asian/Pacific Islander	Other: _____
Color:		National Origin:

After you complete this form, please fold it and place it inside the designated box on the registration table. Thank you for your cooperation.